



Welcome to Special Assignments

Portal Page:

[PSC-EPM - Special](#)

Web Page:

[PSC: Enlisted Personnel Management](#)

[Military Assignments and Authorized Absences Manual M1000.8](#)

Special Assignments has a variety of programs that are available for members in all rates who are E5 –E9. Each program offers a challenging, but rewarding opportunity to enhance your ability to become a strong leader, effective speaker, mentor, and provides the opportunity to grow your networking capabilities throughout the Coast Guard community.

Below is a list of frequently asked questions that the Special Assignments Officer receives throughout the assignment season. Hopefully, this will help answer many of your concerns. Please contact me for any additional questions or concerns regarding Special Assignments programs.

1. How do I apply for Special Assignments?

Each program in Special Assignments has its own instructions on how to apply. The Special Assignments website is located on the internet and CG Portal. The site has detailed instructions on what is required for each application and the timeline required to submit your application package. If you have a question on the process or cannot submit your application on time due to connectivity issues i.e. underway, notify me immediately and I will hold a spot for each member until the package can be received.

2. What are the minimum standards each applicant must meet to apply?

Members must possess standard minimum qualifications outlined in M1000.8 1.3.2 for all special duty assignments. Additional requirements that may apply are included in M1000.8 under the appropriate heading for the specific type of assignment. Commands will ensure the member meets the standard minimum qualifications **during** the application process and **before** executing orders. If an applicant becomes ineligible anytime after applying for a special duty assignment, their command will send a message to Commander (CG PSC-EPM).

3. Can I apply for multiple programs in Special Assignments?

Members may apply for multiple programs within Special Assignments. If you are selected for more than one program, you must decide which position you want to take when you receive the call from the Special Assignments Officer.

4. How does the application process work?

Members should follow the instructions outlined on each individual program's web link located on the Special Assignments webpage to request a special duty assignment. Commanding Officers will use discretion in recommending applicants for special duty assignments. Before endorsing a candidate's request, the Commanding Officer will interview an applicant to determine if they meet the standard qualifications in Article 1.E.2.a. of M1000.8 and any special requirements listed elsewhere within M1000.8. Besides a statement of opinion of the applicant's potential to perform the duties of the requested special duty assignment, the commanding officer's endorsement will also include:

(1) A definite recommendation stating the member meets the qualification requirements and addressing the member's potential to perform the duties required of the assignment requested, and

(2) A statement on any request for waiver if the member does not meet all qualification requirements.

5. Does my priority count in Special Assignments?

In recognition of the arduous duty that some members must serve based on service need, assignment priority is a key factor in routine enlisted assignments for rated personnel. However, it is not a major factor in special duty assignments that are driven primarily by service need for members with special skills, knowledge, or abilities outside those expected of members of the same rate and rating.

6. Can I apply to a Special Assignments program if I only want to go or stay in one specific location?

Members requesting special duty assignments must be aware that assignments are based on the qualifications of the member for the particular special duty requested, not on the specific location of that duty. Geographic stability should not be the primary reason for requesting such duty. If selected for special duty, members must be available for assignment to that duty regardless of geographic location. Each applicant **MUST BE WILLING** to accept orders to any available location within the program. No exceptions.

7. What should my member memo include?

Most programs require a member's memo that outlines to the reviewing panel why the applicant wants to become part of the program. The memo should list traits that make each candidate stand out among the candidate pool. Applicants should be specific and include details on the member's proven ability to go above and beyond their primary duties. Community service, event project officer, coaching, and collateral duties are examples of things to include in the memo. Remember every applicant must sell themselves as to why they are the best candidate. Before submitting, ensure the memo is reviewed several times to make sure every important detail is captured in the memo.

8. Do I need to provide a command endorsement in Direct Access when I apply for a program?

Command Endorsements are no longer required in Direct Access under E-resume. Command Endorsements will either be entered in e-panel or on a CG Memo as part of the application process.

When applying for Special Assignment positions, applicants must apply in Direct Access using the PCS E-resume link and the position that pertains to the applicants' rank. The job codes are listed on the Special Assignment shopping list.

9. What is e-panel?

E-panel is a new system in Direct Access that allows applicants to enter comments and enables commands to enter endorsements. Please keep in mind that applicants only have 1352 characters to make a case to the program. Instructions on how to use e-panel is located on the Special Assignments website.

10. Can I reach out to the program to get information about the position?

Applicants are highly encouraged to reach out to the program POC listed on the solicitation message if they have any questions or concerns about the program.

11. What if I am a COLO or enrolled in Special Needs?

If an applicant is a COLO or enrolled in the Special Needs program, the Special Assignments Officer will work with each member during the assignment process. Please keep in mind that COLOs and special needs are not assignment factors, but Assignment Officers will work with every member to ensure their needs are met according to the guidelines set forth in M1000.8.

12. What if I want to apply for a Special Assignments position as well as compete for a rated Command position (OIC, EPO, XPO)?

Applicants may apply for special assignments positions as well as command positions with the understanding that if they receive a call from either the Special Assignments Officer or rated Assignment Officer with notification of a job selection, they must decide at that time what path they are going to take.

13. How do I get a release from rate?

When applying for a Special Assignments position, the Special Assignments Officer will work with all the rated Assignment Officers to receive a release from rate for each applicant. Obtaining a release from rate is not guaranteed as it is dependent on several factors, including rate strength during the current assignment year. EPM- 2 makes the final determination concerning an applicant's release from rate. **NOTE: Do not reach out to your rated Assignment Officer and ask for a release from rate.** If you have any questions on the release from rate process, contact the Special Assignments Officer.

14. Are extensions granted in Special Assignments?

Members in special duty assignments can expect to serve one full tour. Upon completing a full tour, members are normally reassigned to duties in rating. Assignment Officers will consider granting requests for a one-year tour extension if the command favorably endorses the request and there is no service need for the member to return to duty in their rating. Additional extensions may be approved; however, the maximum time served at one unit or in the same position is six years. Under unusual situations (e.g., Special Agents) additional tours may be permitted. Members who request additional tours must repeat the special duty assignment screening process.

15. What if I advance in Special Assignments?

If a member advances while assigned to a Special Assignments position, the Special Assignments Officer will try to position match the member within the assigned location. The current business practice is to have members in Special Assignments positions rotate when they are tour complete, not when they advance while in Special Assignments.

16. What if I am selected for a Special Assignments position but turn down the job?

If an applicant is selected to fill a Special Assignment position, but decline the position for any reason, that member is sent back to their rate and moved to the bottom of their Assignment Officer's priority list.